



Cashier Checklist - For Cash Value (Fruit/Vegetable) Vouchers

Ask for the **WIC ID Folder** and hold on to it (You'll need it later to compare the signature).

1. **Check the voucher's First Date to Spend and Last Date to Spend dates.**
DO NOT ACCEPT a voucher before the "FIRST DATE TO SPEND" or after the "LAST DATE TO SPEND".
2. **Check for alterations.** DO NOT ACCEPT a voucher that appears to be altered. Alterations of information on the voucher include but are not limited to the food message information, incorrect voucher total amount changes and valid dates to spend. Alterations made with chemical agents such as "white out" or "magic marker" are not acceptable and will result in a non-payment of the WIC voucher.
3. **Only allow WIC-approved fruits and vegetables.** Cash Value Vouchers can ONLY be used to purchase the fresh fruits and vegetables listed in the West Virginia WIC Love to Grow Shopping Guide.
4. **Check the maximum dollar amount listed on the fruit and vegetable voucher.** ALLOW the WIC customer to pay the difference, including tax (with cash, check, SNAP food stamp card, credit/debit card), if the amount of the fruits and vegetables purchased exceeds the dollar amount listed on the voucher.
5. **Enter the price of the fruits and vegetables purchased.** Enter the price of the fresh fruits and vegetables purchased BEFORE the WIC customer signs the voucher. Do not enter a price that is higher than the maximum dollar amount listed on the voucher. If the purchase amount is less than the maximum dollar amount, do not give any change for the difference.
6. **Have the customer sign the voucher.** The WIC customer must sign the voucher AFTER the price has been entered. The WIC customer should not sign the voucher if the price entered is more than the maximum value listed on the voucher.
7. **Look at the WIC ID Folder.** One of the signatures on the WIC ID folder must match the customer signature on the voucher.
8. **Record the date the voucher is being used.** The cashier should write the date the voucher is being used just above the First Date to Spend date, or the cash register can automatically record the date on the back of the voucher.
9. **Provide a receipt to the customer.** The cashier must offer the WIC customer a receipt for the purchase, whether or not the customer has asked for one.

DO NOT ACCEPT THIS DRAFT UNLESS YOU ARE AN AUTHORIZED WEST VIRGINIA WIC PROGRAM VENDOR

Draft Number	Last	PAYEE NAME	First	M.I.	AGENCY	WIC ID	PR	CND	DRAFT TYPE
1007140	DOE	JANE			09531	G53100070-1	1	B	1350

WEST VIRGINIA WIC PROGRAM
ALL FOOD MUST BE WEST VIRGINIA WIC APPROVED
Redeem for these Items and Quantities only:

75-1248
919
ACCT # 806418

1007140
1007140

QTY DESCRIPTION (NO SUBSTITUTIONS ALLOWED)

001 \$10.00 Fresh Fruits or Vegetables
000 *****
000 *** If under \$10.00, Exact price must be written on voucher ***
000 ***** If over \$10.00, Client may pay the difference *****
000 ***** PRICE ON VOUCHER NOT TO EXCEED \$10.00 *****
000 *****

FIRST DATE TO SPEND: 06/08/2009
LAST DATE TO SPEND: 07/07/2009

NO SALES TAX \$

VENDOR DEPOSIT WITHIN 60 DAYS OF FIRST DATE TO SPEND
PAYMENT WILL BE CANCELED WITHOUT NOTICE BY WIC AUTHORIZED VENDOR STAMP

IMPROPER USE OF THIS DRAFT SUBJECT TO FEDERAL - STATE PROSECUTION

NON-NEGOTIABLE

Vendor Stamp:

PARTICIPANT-PROVIDER SIGNATURE (SIGN ONLY AFTER PRICE IS ENTERED)

Enter transaction date here OR have cash register enter date on back of voucher.

First date the voucher can be used.

Last date the voucher can be used.

Enter total price, in dollars and cents, (not higher than the maximum dollar amount listed on the voucher) for authorized foods purchased by the WIC customer here.

Maximum dollar amount of fresh fruits and vegetables which may be purchased with this voucher.

WIC customer MUST sign this space after price of foods is inserted. Compare signature with those on the WIC ID folder.



West Virginia WIC Program Fruits and Vegetable Guide

ALLOWED FRUITS & VEGETABLES

ALLOWED

- All whole pre-cut or packaged
- Yams and sweet potatoes
- Pre-cut or packaged fruits and vegetables
- Salad/coleslaw/greens in a bag
- Organic

NOT ALLOWED

- No white, yellow, red or purple potatoes
- No variety of canned, frozen or dried vegetables
- No juice, pickled vegetables or olives (pickles, sauerkraut)
- No vegetable baskets or vegetables from the deli/salad bar
- No salsa, catsup, chutney, guacamole, pasta sauce or other condiments
- No herbs or spices, soups
- No decorative vegetables like gourds, or chili/garlic on string
- No edible blossoms
- No creamed, sauced or breaded vegetables
- No vegetable muffins or baked goods
- No juice, jams, jellies or fruit spreads
- No canned, frozen, jarred or dried fruits
- No fruit muffins or baked goods
- No ornamental or decorative fruits such as painted pumpkins, edible blossoms, fruit baskets or fruits from the deli/salad bar
- No fruit-nut mixtures

